



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-46

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Administration Video Surveillance Data	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Video surveillance data.	Record copy: Retain for 90 days unless there is a major incident that necessitates keeping the record copy until law enforcement issues are resolved. Duplicate: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.</i>

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

Records Liaison Officer's Signature

Date

Attorney General's Signature

Date

State Auditor's Signature

Date